

Transportation Management Center Pooled Fund Study
Member Quarterly Conference Call
March 8, 2005, 2:00 PM EDT

Minutes

1. Introductions and Review of Agenda

Dave Kinnecom of Utah DOT chaired the meeting. The agenda was reviewed and introductions were made.

2. Membership and Financial Status

- Tom Granda of FHWA welcomed the new members. The Idaho Transportation Department and the North Carolina Department of Transportation joined the PFS as the newest members. Bob Koeberlien and Kelly Damron are the lead technical contacts for Idaho and North Carolina, respectively.
- Ming-Shiun Lee of URS reported on the financial status. Ming would follow up with individual agencies regarding funding commitment and obligation for 2005.
- Raj Ghaman of FHWA reported the newsletter was sent out to members last week. Raj encouraged members to share it with peers. He also encouraged members to send technical articles to Ming for inclusion in future issues. Ideas and suggestions should also be directed to Ming.

3. Project Progress Report

Ming provided progress reports on current and future projects.

- **Current Projects:**

- Coordinated Freeway and Surface Street Operational Plans and Procedures

- Draft technical document has been completed and posted on the project web page for review.
 - The document was currently under final editing. The final document would be expected in Spring/Summer 2005.

- TMC Business Planning and Plans Handbook

- Draft chapters were submitted and have been posted on the project web page.
 - Completed draft handbook was expected in a couple of months.
 - Final handbook and supporting materials would be submitted in Spring/Summer 2005.

- Developing and Using a Concept of Operations in TMS

- Final version of the handbook has been submitted and posted on the project web page.
 - Primer and supporting materials would be submitted in Spring 2005.

- TMC Operator Requirements and Position Descriptions, Phase 2

- An updated prototype software has been posted on the project web page.

- Software testing was expected to commence in the next couple of months.
- Final software tool would be available in Spring/Summer 2005.

Impacts of Dynamically Displaying Messages on CMS

- Contractor was currently collecting data and performing data analysis.
- A draft research report would be available in Spring 2005. The final report will be submitted in Summer 2005.

TMC Operations Manual

- The annotated outline for the technical document has been approved.
- The draft technical document would be expected in April 2005, and the final document would be available in August 2005.

TMC Performance Monitoring, Evaluation and Reporting Handbook

- The annotated outline of the handbook has been submitted and approved.
- Incremental delivery of draft chapters started in February.
- The final handbook was expected in Fall/Winter 2005.

TMC Staffing and Scheduling for Day-to Day Operations

- A project kick-off meeting was held on February 1, 2005.
- Final version of the annotated outline was expected in June 2005.
- Final document and outreach materials were expected in March 2006.

TMC Clearinghouse Development and Initiation

- A project kick-off meeting was held on January 21, 2005.
- A draft version of the website design would be available in August 2005.
- The final clearinghouse website would be available on-line by December 2005.

TMC Pilot Workshop Development and Delivery

- URS continued revising the scope based on input from FHWA, Project Champion, and the members.

• **Projects to be initiated in 2005:**

Integration of TMC and Law Enforcement

- Revised draft SOW would be available in 2-3 weeks.
- Ming explained the delay was due to change of project directions and narrow the scope in an attempt to develop a more meaningful and focused project.

Recovery and Redundancy of TMCs

- Draft SOW would be available for review by the end of March.
- Members who are interested in reviewing the draft SOW should contact Ming.
- Final SOW is expected in April 2005.

Procuring, Managing, and Evaluating the Performance of Contracted TMC Services

- Draft SOW was completed in January 2005.
- Final SOW would be expected in March 2005.

Regional, Statewide, and Multi-State TMC Concept of Operations and Requirements

- Draft SOW has been completed and reviewed.
- Final SOW would be ready in 2 weeks.

TMC Clearinghouse Support Services, Phase 2

- SOW would be developed once the Phase 1 effort is underway. The draft SOW is expected in Summer 2005.

4. Review and Discuss Proposed Projects for 2006

- Jeff Benson of URS reviewed the process and schedule for developing and selecting project ideas for 2006 that was presented in Attachment 2. Comments and ranking on the initial list of project ideas should be provided to Ming by March 15.
- Project ideas and concept could be submitted at any time during this project selection process. Members were encouraged to provide additional project ideas and concept.
- The proposed project ideas were reviewed. Dave reminded the group to get the project ranking ballot to Ming by March 15.

5. Preparation for the 2005 TMC PFS Annual Meeting

- The Annual Meeting would take place in Providence, Rhode Island on June 14-15.
- Raj noted the Annual Meeting schedule was adjusted to 1½ day. He indicated the meeting would start at 1 PM on June 14. The starting time would allow same day travel for people in the East Coast. However, there was flexibility to adjust the agenda.
- There would be a social plan in the evening on June 14.
- Raj encouraged members to provide input and suggestions on the annual meeting.
- Jeff reported on the travel arrangements and logistics. Ming would send out invitations to members. Jeff noted, if needed, FHWA could provide financial assistance for members to attend the meeting. Members who require financial assistance from FHWA should contact Ming for their travel arrangements.

6. Next Meetings

- Next Quarterly Conference Call: Monday, April 25, 2005 at 2:00 PM EDT
- Annual Meeting: June 14-15, 2005 in Providence, Rhode Island

7. Other Issues

- None.

8. Adjourn

- The conference call was then adjourned.

Action Items:

1. *URS would follow up with individual agencies regarding funding commitment and obligation for 2005.*
2. *Members are encouraged to provide suggestions and/or articles to the TMC PFS Newsletter.*
3. *Members to provide comments and rankings on project ideas to Ming by March 15, 2005.*
4. *Next Quarterly Teleconference: Monday, April 25, 2005 at 2 PM EDT.*

Transportation Management Center Pooled Fund Study
Quarterly Conference Call, March 8, 2005
Attendees

<u>Name</u>	<u>Representing</u>
Manny Agah	Arizona DOT
Raj Ghaman	FHWA
Tom Granda	FHWA
Jessie Yung	FHWA
Bob Koeberlein	Idaho DOT
Mia Silver	Michigan DOT
Lisa Vieth	Missouri DOT
John Bassett	New York State DOT
Doug Tomlinson	Pennsylvania DOT
Dave Kinnecom	Utah DOT
Vinh Dang	Washington State DOT
Todd Szymkowski	Wisconsin DOT
Jeff Benson	URS
Ming-Shiun Lee	URS